

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**  
**“YOUR PROVIDER, LEADER AND PARTNER IN HEALTHCARE”**

*Board of Directors Meeting*  
Tuesday, September 22, 2009  
Main Boardroom, GWM Site  
@ 07:30 hours

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Present: *T. Carter, Chair*, , Dr. C. Ehrat, L. Evans, J. Fenik, P. Forget, Dr. P. Roney, R. Schooley, L. Sparks, D. Staples, T. Stepanuik, , K. Van Der Meer, T. Zander

Absent: Dr. T. Morell

Absent w/Notice: L. Hendriks, B. Strachan

In Attendance: B. Allen, VP, Finance & Support Services, L. Bisonette, VP, Patient Care Services, K. Kelly, Executive Assistant, C. Cassidy-Gifford, Manager, Quality, B. Shaw, President, GWM Auxiliary

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**1. Call To Order**

The meeting was called to order at 07:30 hours by the T. Carter, Chair.

**2. Chair’s Remarks**

T. Carter thanked everyone for attending today. He noted that L. Bisonette will be providing a presentation on the H1N1 pandemic and will do so prior to leaving at 8:15 a.m.

T. Carter also acknowledged the recent employee awards night held at the Civitan Hall in Perth on September 17. He noted that there was approximately 1750 years of service recognized that evening.

**3. Approval of Agenda**

*RESOLUTION No. 117/09*

*MOVED by P. Forget*

*SECONDED by T. Stepanuik*

*THAT the Agenda for the September 22, 2009 Board of Directors’ meeting be approved as circulated with the following changes:*

- *Items 8.3 and 8.4 will be moved up on the agenda (after item 5.1); and*

- Item 8.9 – Lanark County Mental Health representative will require a resolution.

*CARRIED.*

#### **4. Declaration of Conflict of Interest**

Dr. C. Ehrat declared a conflict for Closed Session Item 5.2 – Perth Medical Centre.

#### **5. Approval of Minutes**

##### **5.1 August 25, 2009 (regular meeting)**

*RESOLUTION No. 118/09*

*MOVED by T. Zander*

*SECONDED by D. Staples*

*THAT the Minutes from the August 25, 2009 Board of Directors' regular meeting be approved as circulated.*

*CARRIED.*

#### **8.3 Hospitals In Common Laboratory (HICL) – L. Bisonette**

L. Bisonette provided an update on the HICL matter and the recent transition to Life Labs. The last day of operations for HICL was July 12, 2009. The new community lab is located in the Perth Mews Mall. L. Bisonette reported that the number of tests has reduced as previously noted. Staffing has also been reduced to reflect the work load reduction.

L. Bisonette also reported that there continue to be issues with the I-LabLink (community lab and doctor's office). The hospital continues to work the Life Labs to resolve the issues. She concluded by saying that the transition has been relatively smooth.

#### **8.4 Pandemic Planning**

L. Bisonette provided a presentation on the pandemic epidemic and the hospital's planning to date. A copy will be included in the corporate office meeting file for ease of future reference.

#### **7. Closed Session**

*RESOLUTION No. 119/09*

*MOVED by T. Stepanuik*

*SECONDED by K. Van Der Meer*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move in camera at 08:30 hours and further permits B. Allen, VP, Finance & Support*

*Services, L. Bisonette, Vice President, Patient Care Services & CNE and K. Kelly, Recording Secretary, to remain present.*

*CARRIED.*

*RESOLUTION No. 120/09*

*MOVED by T. Zander  
SECONDED by L. Sparks*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby move out of the in camera session at 08:50 hours.*

*CARRIED.*

The following motions from the closed session were brought forward for approval.

*RESOLUTION No. 121/09*

*MOVED by T. Stepanuik  
SECONDED by L. Sparks*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby approve the in camera notes from the August 25, 2009 closed session.*

*CARRIED.*

### **MAC Privileges**

*RESOLUTION No. 122/09*

*MOVED by Dr. P. Roney  
SECONDED by R. Schooley*

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby accepts the recommendation made at the September 15, 2009 meeting of the Medical Advisory Committee to approve the following applications and that:*

- ***Dr. Tara Gill** be granted Courtesy privileges in the Department of Emergency Medicine with Admitting privileges;*
- ***Dr. Wade Brockway** be granted temporary Courtesy privileges in Emergency Medicine with Admitting privileges for a two month period pending a full MAC review;*
- ***Dr. Magalie Dube** be granted temporary Courtesy privileges in the Department of Radiology for a two month period; and*
- ***Dr. Matt Simpson** be granted temporary Courtesy privileges in Emergency Medicine with Admitting privileges for a two month period.*

### **CUPE Settlement**

*RESOLUTION No. 123/09*

*MOVED by L. Evans*

*SECONDED by T. Stepanuik*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby ratify the memorandum of settlement dated August 28, 2009 between the participating hospitals and the Canadian Union of Public Employees (CUPE) as negotiated by the Ontario Hospital Association.*

*CARRIED.*

## **6. Action Items**

### **6.1 President & CEO Report – T. Stepanuik**

T. Stepanuik referred the members to the report of the President & CEO. Discussion ensued.

*RESOLUTION No. 124/09*

*MOVED by T. Stepanuik*

*SECONDED by R. Schooley*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accept the President & Chief Executive Officer report as circulated and presented.*

*CARRIED.*

### **6.2 Chief of Staff Report – Dr. P. Roney**

Dr. Roney referred the members to the Chief of Staff report.

*RESOLUTION No. 125/09*

*MOVED by Dr. P. Roney*

*SECONDED by P. Forget*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby accept the Chief of Staff report as circulated and presented.*

*CARRIED.*

#### **6.2.1 MAC Minutes**

T. Carter referred the members to the most recent set of approved MAC minutes. Going forward, the approved MAC minutes will be included in the board meeting materials.

## **8. Business Arising from Minutes**

### **8.1 South East Local Health Integration Network (SE LHIN)**

**8.1.1 Draft Minutes – August 31, 2009 Meeting** – for information only.

**8.1.2 CEO Monthly Report** – for information only.

#### **8.1.3 Integrated Health Services Plan – D. Staples**

D. Staples raised the topic of the delivery and deadline dates for comments on the SE LHIN's draft Integrated Health Services Plan ("IHSP"). HE noted that the municipal office of the Town of Smiths Falls received the document and all appendices with a request for it to be made available to any stakeholder wishing to view the same. Given the size of the document and amount of information, the timeframe to respond with comments is not realistic. Discussion ensued next steps.

T. Stepanuik advised that the IHSP is the SE LHIN's three year strategic plan that sets the direction of the SE LHIN. He added that it is the plan of the SE LHIN to endorse the document at the November 2009 LHIN Board meeting.

T. Carter stated that he has spoken with T. Stepanuik and requested that a letter be written to the SE LHIN Board with the organization's comments. He also suggested that the municipal councils write a letter to the SE LHIN as well. The deadline for submitting comments is Wednesday, September 23, 2009.

The members agreed that there has not been enough time allowed to provide comments on the draft IHSP.

#### **8.1.4 3<sup>rd</sup> Annual "Working Together for Better Health" Conference – T. Carter**

T. Carter referred the members to the information included in the package regarding the upcoming SE LHIN session. If anyone is interested in attending, please contact K. Kelly.

#### **8.1.5 Board Chairs Meeting (September 15, 2009) – T. Carter**

T. Carter reported on the recent meeting of the hospital and access centre chair's meeting with the SE LHIN. The meeting was held on September 15, 2009. He noted that the staff of the SE LHIN is doubtful there will be additional money in this year's base funding. Discussion ensued. The LHIN is recommending a 0% increase. The LHIN continues to encourage all agencies to ascertain the public's input with the HAPS process. T. Carter also added that with regards to post-construction operating funding, monies will not become available immediately and those requesting this funding should expect a delay. The SE LHIN feels that approximately \$30-50 million in efficiencies can be achieved within the SE LHIN.

T. Stepanuik referred the members to the letter that was recently sent to P. Huras, CEO, SE LHIN regarding the hospital's financial position. Discussion ensued regarding the hospital's efficiency and it was noted that there are only two options:

- increase revenue; or
- reduce programs and/or services.

## **8.2 SF Site Redevelopment – K. Van Der Meer/T. Stepanuik**

- K. Van Der Meer provided an update on the project. He reported the following:
- exterior work is underway (bricking, etc.)
  - the project was behind, but much work has been caught up;
  - anticipated occupancy is March 2010;
  - the total project is scheduled to be completed March 2011; and
  - a tour is planned following the October 27, 2009 board meeting.

K. Van Der Meer also reported that work is underway in revising/updating the terms of reference for the Building Committee. The draft revisions have been provided to the Governance Committee.

### **8.2.1 Change Order Summary**

K. Van Der Meer reported that to date, approximately \$490,000 in change orders have been issued. He noted that the recently approved Change Order for the Haakon Air Handling Unit has not yet been included.

### **8.5 Qmentum – L. Hendriks**

T. Stepanuik provided an update on the Qmentum process on behalf of L. Hendriks. T. Stepanuik reported that the Qmentum process involves input from 13 teams. Each team (member) is required to complete a self-assessment questionnaire (“SAQ”). The internal deadline for submitting a SAQ is September 30, 2009. An e-mail from L. Hendriks will be sent to all board members with a request to complete a SAQ. The e-mail will include instructions on accessing the site and document. T. Stepanuik added that the Board Quality Committee is scheduled to meet on Thursday, October 8, 2009.

### **8.6 Perth Medical Centre – T. Stepanuik**

T. Stepanuik referred the members to the letter included in the package (sent by J. Fenik to Minister Papatella regarding the EODF request.) The Board thanked J. Fenik for sending this letter.

### **8.7 OHA – Services & Offerings – T. Stepanuik**

T. Stepanuik referred the members to the briefing note included in the package – this is in follow-up to a request made at the last board meeting.

### **8.8 Primary Care Models – T. Stepanuik**

- information provided per request made at the September board meeting.

### **8.9 Lanark County Mental Health – Community Advisory Board – T. Carter**

T. Carter reported that there is an opening on the LCMH Community Advisory Board for a board member. The position had been filled by L. Sparks but due to another council conflict, he was not able to attend all meetings. L. Sparks stated that he would be happy to share the responsibilities with this board. A brief discussion ensued and the following resolution was made:

*RESOLUTION No. 126/09*

*MOVED by P. Forget  
SECONDED by L. Evans*

*THAT the Board of Directors of the Perth and Smiths Falls District Hospital hereby appoints Tracy Zander to the available position on the Lanark County Mental Health Community Advisory Board.*

*CARRIED.*

K. Kelly to provide the orientation binder to T. Zander.

## **9. New Business**

### **9.1 Smiths Falls Community Hospital Foundation AGM – T. Carter**

T. Carter reported the T. Stepanuik, L. Sparks and he attended the recent Annual General Meeting of the SFCH Foundation. T. Carter added that no financial statements were received to date. The financial statements will be circulated to the Board upon receipt.

### **9.2 CEO Goals & Objectives – T. Carter**

T. Carter noted that this matter will be deferred to the October Board of Directors' meeting.

### **9.3 Board Member Vacancy – L. Sparks**

T. Stepanuik confirmed that the ad had been placed in the local paper with a deadline for application submission of September 25, 2009.

## **10. Board Committee Reports**

### **10.1 Finance Committee – September 17, 2009 – P. Forget**

P. Forget reported that the financial report ending August 2009 indicated a deficit from operations of approximately \$15,837. The revised month by month projection estimated the surplus from hospital operations to August 31, 2009 to be \$9,522. The actual deficit to August 31, 2009 of \$15,837 is therefore \$25,359 less than the projected surplus.

P. Forget added that he has received assurances from management that the hospital will be balanced by the March 31, 2010.

#### **10.1.3 3SO Financial Statements**

P. Forget expressed his concern that the financial information has not been available for the board's review. Discussion ensued. T. Carter indicated that he has discussed the organization's concerns regarding 3SO with G. Thompson, Chair, SE LHIN. They discussed options for funding should 3SO not meet its targets. The SE LHIN has indicated that there will be no funding to assist.

T. Stepanuik stated that the organization has serious concerns with the initiative as the business case continues to erode. He reminded the board that per board resolution, the organization was not to incur any costs.

P. Forget spoke to the matter of the board budget. Discussion ensued regarding the costs for educational conferences and conventions. The following was noted:

- total budget is \$18,000;
- \$5,000 is spent on miscellaneous items;
- \$11,500 is spent on travel with OHA Convention costs approximately \$2,100 per delegate.

It was agreed that only two board delegates would attend the upcoming OHA Health Achieve (annual convention). Any member with interest in attending is to contact T. Carter. To date, L. Hendriks has expressed interest.

**10.2 Liaison Committee – September 15, 2009 – R. Schooley**

R. Schooley reported that the inaugural meeting was held of the Liaison Committee. He noted that the members discussed priorities and directions for the committee. R. Schooley will be attending the next GWM Auxiliary meeting. Additionally, L. Evans will assist with meetings with the two foundations. K. Van Der Meer will also be included in the Liaison Committee membership.

**10.3 Building Committee – K. Van Der Meer**

All Building Committee matters were reported on earlier in the meeting.

**11. Board Education**

**11.1 OHA Annual Convention & Exhibition – T. Carter**

- discussed above.

**11.2 OHA Region 5 Annual Meeting & Education Conference**

*RESOLUTION No. 127/09*

*MOVED by T. Zander  
SECONDED By L. Evans*

*The Board of Directors of the Perth and Smiths Falls District Hospital hereby authorizes the attendance of a maximum of two (2) Board members, of which one is to include the Board Chair or his/her designate, to attend the OHA Region 5 Annual Meeting and Education Conference entitled, "The Future Role of the Small, Rural Hospital", scheduled for October 1 and 2, 2009 at the Arden Park Hotel, Stratford; and*

*THAT any and all costs associated with attending said conference, such as registration, travel and accommodations, be incurred by the Hospital.*

*CARRIED.*

Anyone interested in attending are asked to contact K. Kelly.

**12. Other Business**

**12.1 Health Care Network of Southeastern Ontario**

– nothing to report at this time.

**12.2 Shared Support Services of Southeastern Ontario (3SO)**

T. Stepanuik advised that per the briefing note included in the meeting materials, he will continue as the hospital representative on the 3SO Board of Directors for a further three year term.

**13. Next Regular Meeting Date**

The next meeting of the Board of Directors will be held on Tuesday, October 27, 2009 at 7:30 a.m., Main Boardroom, SF Site.

**14. Adjournment**

*RESOLUTION No. 128/09*

*MOVED by K. Van Der Meer*

*SECONDED by D. Staples*

*THAT the meeting of the Perth and Smiths Falls District Hospital Board of Directors hereby adjourns at 09:35 hours.*

*CARRIED.*

*"Tim Carter"*

*"Todd Stepanuik"*

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Tim Carter, Chair

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Todd Stepanuik, Secretary